

XX XXX 2022

MEMORANDUM

From: CAPT. Operations Director (N3)
To: Mr.

Subj: APPOINTMENT AS SELECTION ADVISORY BOARD CHAIRPERSON

Ref: (a) CNREURAFCENT Guide to Hiring U.S. Civilians Overseas

1. As the Hiring Manager for Region Fire Chief (GS-0081-14), I hereby appoint you as the Selection Advisory Board (SAB) Chairperson and voting member for the selection recommendation of this position.
2. The SAB will be comprised of the following personnel:
 - Mr. (CNREURAFCENT N3B, GS-15) Chairperson and Voting Member.
 - Mr. (CNIC Director N30, GS-15) - Voting Member.
 - Mr. (CNREURAFCENT N30, GS-14) - Voting Member.
3. All panel members shall familiarize themselves with reference (a). The SAB is to consider job related factors in determining the candidate(s) considered "best qualified" for the vacant position. The Human Resources Office representative will provide guidance to the SAB for the job-related grading criteria to be used in the selection process. The criteria used will be fully documented and fairly and impartially applied to all candidates. All board recommendations are to be submitted in writing.

CAPT/N3

Copy to:

Region Human Resources Office (N13)